562-121-6503-A

ARRANGE/PERFORM FACILITIES MAINTENANCE

TEC Lesson 562-121-6503-A

PRODUCED BY
UNITED STATES ARMY
SOLDIER SUPPORT INSTITUTE
FORT BENJAMIN HARRISON, INDIANA 46216-5590

STUDENT/SUPERVISOR INSTRUCTIONS, PRETEST/POSTTEST, AND ANSWER KEY ARE CONTAINED IN THIS BOOK

AUGUST 1985

READEX FICHE best copy available

If you have questions or comments concerning this TEC Lesson, address them to:

Commander
US Army Soldier Support Institute
ATTN: ATSG-DTC-E
Fort Benjamin Harrison, IN 46216-5590

READ THE STUDENT/SUPERVISOR INSTRUCTIONS CAREFULLY. BE SURE YOU UNDERSTAND THEM COMPLETELY BEFORE BEGINNING THE LESSON. PLEASE DO NOT WRITE IN THIS BOOK.

The words "he," "his," and "men," when used in this publication, represent both the masculine and feminine genders, unless otherwise specifically stated.

TYPE OF LESSON

- Administration

AUDIENCE

- MOS 03C, Physical Activities Specialist
- Skill Level 1/2

TRAINING OBJECTIVES

Soldiers completing this lesson should be able to:

- arrange maintenance requirements for a facility.
- prepare DA Form 4283.

MATERIAL/EQUIPMENT/PERSONNEL REQUIRED

- Lesson Materials: Lesson book
- Pen or pencil and paper
- Three copies of DA Form 4283, Facilities Engineering Work Request. (A sample DA Form 4283 is available on page 18 for xerographic copying.)

TIME REQUIRED

- Individual: 1 hour
- Group: 1 hour

REFERENCES

- STP 12-03C14-SM-TG(Task 121-021-1418)
- DA Pam 420-6

STUDENT INSTRUCTIONS

- Take the Pretest/Posttest. If you pass, you do not have to take the lesson.
- Make sure you have the materials required to complete the lesson.
- Take the lesson. Use a separate sheet of paper for the exercises. Do not write in this book.

STUDENT/SUPERVISOR INSTRUCTIONS

SUPERVISOR INSTRUCTIONS

- When you complete the lesson, take the Pretest/Posttest again. If you do not pass, take the lesson again.
- Administer the Pretest/Posttest to determine the need for the lesson. Responses to the test questions must be made on a separate sheet of paper, not in the lesson book. To pass the test, a soldier must score at least 13 points out of a possible 17 points.
- Make sure the students have the materials required to complete the lesson.
- Administer the lesson to students who do not pass the Pretest/ Posttest. Remind them to write their responses to the exercises on a separate sheet of paper and not in this lesson book.
- Administer the Pretest/Posttest to students who complete the lesson. Students who do not pass must take the lesson again.

TEC LESSON 562-121-6503-A

ARRANGE/PERFORM FACILITIES MAINTENANCE

This test consists of one situation that covers every training objective of the lesson. This situation has a total value of 18 points. When you have completed the test, check your answers against the Pretest/Posttest Answer Key on page 20. If you do not score at least fourteen points, you must take the lesson - or take it again if you have already taken it . Write your responses on a separate sheet of paper. Do not write in this book.

Situation:

You are a Physical Activities Specialist. Your Noncommissioned Officer In Charge (NCOIC) has assigned the health room of the Fort Atterbury gymnasium as your particular area of responsibility. It has a dry-heat sauna and a whirlpool. Assume that during an inspection you found the following deficiencies:

1. There are no mops to clean the area.

2. The heating element to the sauna works, but not correctly. The thermostat probably needs to be adjusted or replaced.

3. The small section of pipe which "traps" the water as it drains out of the whirlpool leaks and needs to be repaired.

4. There had been a fire in the sauna and most of the benches and 2 walls had been severely damaged. They need to be rebuilt.

You have obtained the following information from your NCOIC:

- Requestor identification code: AB
- Document serial number: 105
- Building number: B406
- Building suffix: C
- Authorized requesting official: SFC Wolf, Physical Activities Branch, ext. 8352
- Person to call for additional information: CPT Jagla, Morale Support Activity, ext. 8361
- Today's date: 14 JUL 95

(Pretest/Posttest continued on following page)

PRETEST/POSTTEST

For each maintenance deficiency describe:

A. what you would do, and

B. what activity you would contact.

Write your answers on a separate sheet of paper. If it is necessary to complete a DA Form 4283 for any of these deficiencies, do so using an actual DA Form 4283, or a xerographic copy of the one on page 13.

Do not write in this book.

INTRODUCTION

At some time during your career as a Physical Activities Specialist (Military Occupational Specialty 03C) you will be required to either plan or arrange a maintenance schedule for a physical fitness facility. This lesson will present the major ingredients of a successful maintenance program.

The major factors to be considered in developing and conducting a maintenance program are:

Inspections: their quality and regularity

Supply channels

Record keeping

Personnel

Time

While the information and guidelines provided in this lesson will assist you in preparing a maintenance program, this will not provide you with a set of Standard Operating Procedures (SOPs). Each installation will operate differently, so you will have to adjust your program accordingly.

INSPECTIONS

Inspections are the first step in starting a maintenance program. Check lists are a must. They give you guidelines to go by so you will not forget any particular area. Even though you have a check list, you may want to add to it. Every item you list should be explained in detail. The check-list should not only list the areas to be inspected, but it should also describe the procedure for inspecting them.

Be consistent in your inspections. Do them the same time of the day, week or month. Also check the areas and equipment in the same order as on the check list. This prevents double checking, or not inspecting something at all.

Remember that all deficiencies should be recorded and re-inspected. This ensures that your maintenance program runs efficiently.

Once you have completed your inspection you may need some type of equipment, or supplies, to correct the deficiencies.

TEC LESSON

SUPPLY CHANNELS

There are several different ways that you may be able to acquire supplies. The three most common are the Self-Service Supply Center (SSSC), Self-Help, and Morale Support Activities (MSA).

Self-Service Supply Center (SSSC)

SSSCs deal with supplies that are non-mission essential, or mission essential but not authorized by the Table of Organization and Equipment (TO & E).

Some of these items are:

- pencils
- pens
- paper
- toilet paper
- toilet brushes
- some tools
- brooms
- laundry detergent
- wax
- mop heads

Most SSSCs will have a printout of the items they have to offer. This listing is important, first, because it gives you a list of the supplies offered, and secondly, because it contains the information necessary for ordering those supplies.

Be aware that SSSCs run on a budget system. This means you have a dollar limit that you can purchase monthly. Check with the SSSC supervisor for more information on this and for ordering procedures.

Self-Help

Self-Help is run by the facility engineers. This area of supply is for all facilities on post. It will usually offer, but is not limited to:

- light bulbs
- nails
- screws
- screens
- water hoses
- shovels

Most installations require that personnel who will use Self-Help attend a class where its operations and procedures are explained.

Morale Support Activities (MSA)

The last area of supply to be discussed is MSA. This area is probably the most commonly used by 03Cs. MSA supply may work in several different ways, depending on local SOPs. It may control what you order and receive from SSSC, but usually not. Rarely does it control your Self-Help program, but it may. The best thing to do is to check with your supervisor to see how MSA supply works for your program.

Before ordering supplies from any supply system you need to have some basic information about the needed supplies. The following is a list of the basic terms which you will frequently use.

- Nomenclature (NOMEN) - the item description. Be aware that one type of product may come in different forms. For example, soap may come in bar, liquid or powder form. Be specific in your ordering so that supply personnel can requisition the correct items.
- National Stock Number (NSN) - the NSN is a specific number for a specific item. Items with the same nomenclature may come in different sizes or amounts. Each will have a specific NSN.
- Unit of Issue (UI) - the quantity in which the product is issued. For example, soap may come in boxes (BX), gallons (GL), or One Hundreds (HD).
- Cost - the dollar charge per item, for a given unit of issue.

Here is an example of what a print out might look like.

STOCK NUMBER	ITEM DESCRIPTION GENERAL MERCHANDISE	UI	COST
8520002700065	SOAP, BORAX	BX	2.00
8520005506417	SOAP, GRIT (LAVA)	HD	19.00
8520002280598	SOAP, HAND LIQUID FOR DISPENSER	GL	2.20

PRACTICE EXERCISE 1

You are working in a gymnasium and discover the following deficiencies.

1. There are no cleaning supplies.
2. There are no light bulbs.

For each maintenance deficiency describe:

A. what you would do, and

B. what activity you would contact.

Write your answers on a separate sheet of paper. Do not write in this book.

TEC LESSON

SOLUTIONS TO PRACTICE EXERCISE 1

1. A. "I would order the cleaning supplies."

   B. SSSC

2. A. "I would order the light bulbs."

   B. Self Help

RECORD KEEPING

Keeping accurate records is an important part of a good maintenance program. Records may be kept in several ways. The easiest way is to have a maintenance log book.

Usually there is one log book for each facility. The log book should be kept where everyone may have access to it even though you should be the one to make entries in it. This way one person can be responsible for the accuracy and currency of the information in the book, all of which should be updated at least twice a week.

Listed below is an example of what a log book might look like.

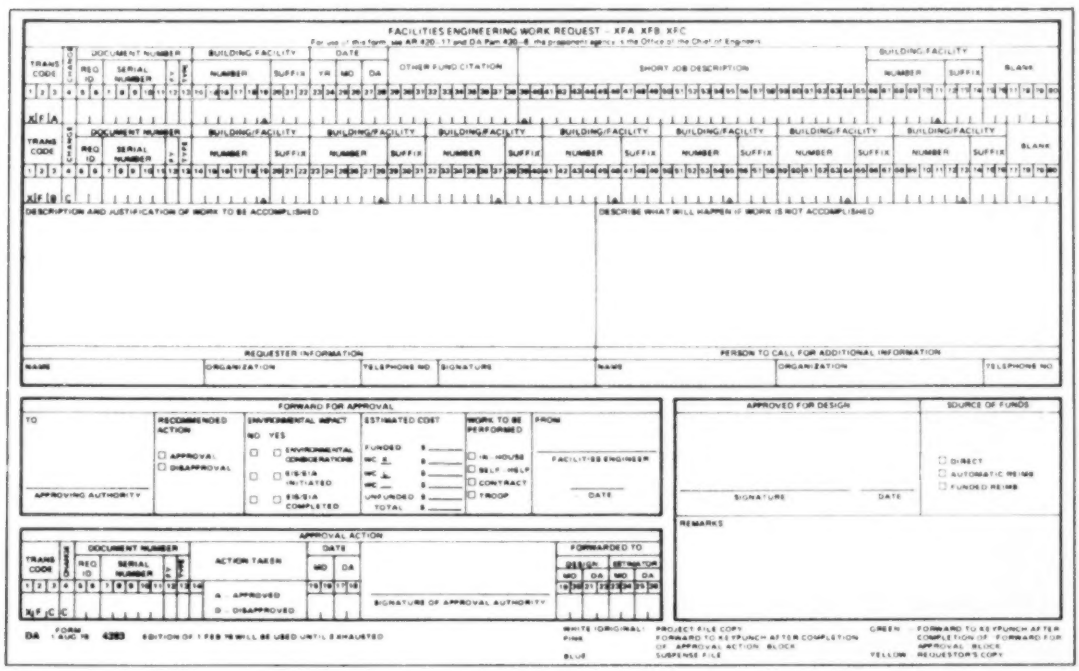
BLDG #	ROOM #	DESCRIPTION OF DEFICIENCY	PRIORITY	INITIALS	CALLED IN	JOB #	FOLLOW UP	JOB COMPLETED	WITNESSED BY
T109B	MENS LOCKER Rm	#3 SHOWER LEAKS	ROUTINE	SD	0900 16 DEC 95	K100	1100 18 DEC 95	19 DEC 95	DFC DOE
T109	GYM	BROKEN BLEACHERS	DA Form 4283	SD	1000 17 DEC 95	FE12-1362	0900 21 DEC 95		
T106	STORAGE ROOM	1 WINDOW BROKEN	ROUTINE	RJ	1400 18 DEC 95	K101	19 DEC 95		

Notice that in the example, under the PRIORITY heading, the shower leak is listed as "ROUTINE," while the broken bleachers repair request is listed as "DA Form 4283." The difference has to do with an estimate about the time and cost involved in completing the requested maintenance.

Whenever you request work which exceeds 16 manhours of labor and/or $350.00 in material costs you must submit a Facilities Engineering Work Request, DA Form 4283.

Note: Estimates of manhours of labor and of cost of materials may be found in Technical Bulletins (TBs). See especially TBs 420-1 through 420-32.

A sample of DA Form 4283 is shown below. Instructions for completing the form are described on pages 10 and 11.


FACILITIES ENGINEERING WORK REQUEST - XFA XFB XFC

For use of this form, see AR 420-17 and DA Pam 420-8; the proponent agency is the Office of the Chief of Engineers.

TRANS CODE | CHANGE | DOCUMENT NUMBER: REQ. ID | SERIAL NUMBER | SUF | TYPE | BUILDING/FACILITY: NUMBER | SUFFIX | DATE: YR | MO | DA | OTHER FUND CITATION | SHORT JOB DESCRIPTION | BUILDING/FACILITY: NUMBER | SUFFIX | BLANK

X F A

TRANS CODE | CHANGE | DOCUMENT NUMBER: REQ. ID | SERIAL NUMBER | SUF | TYPE | BUILDING/FACILITY: NUMBER | SUFFIX | BUILDING/FACILITY: NUMBER | SUFFIX | BUILDING/FACILITY: NUMBER | SUFFIX | BUILDING/FACILITY: NUMBER | SUFFIX | BUILDING/FACILITY: NUMBER | SUFFIX | BUILDING/FACILITY: NUMBER | SUFFIX | BLANK

X F B C

DESCRIPTION AND JUSTIFICATION OF WORK TO BE ACCOMPLISHED

DESCRIBE WHAT WILL HAPPEN IF WORK IS NOT ACCOMPLISHED

REQUESTER INFORMATION: NAME | ORGANIZATION | TELEPHONE NO. | SIGNATURE

PERSON TO CALL FOR ADDITIONAL INFORMATION: NAME | ORGANIZATION | TELEPHONE NO.

FORWARD FOR APPROVAL

TO: APPROVING AUTHORITY

RECOMMENDED ACTION: ☐ APPROVAL ☐ DISAPPROVAL

ENVIRONMENTAL IMPACT: NO YES — ☐ ☐ ENVIRONMENTAL CONSIDERATIONS; ☐ ☐ EISSIA INITIATED; ☐ ☐ EISSIA COMPLETED

ESTIMATED COST: FUNDED $ ____; NIC #__ $ ____; NIC #__ $ ____; NIC ___ $ ____; UNFUNDED $ ____; TOTAL $ ____

WORK TO BE PERFORMED: ☐ IN-HOUSE ☐ SELF-HELP ☐ CONTRACT ☐ TROOP

FROM: FACILITIES ENGINEER — DATE

APPROVED FOR DESIGN: SIGNATURE — DATE

SOURCE OF FUNDS: ☐ DIRECT ☐ AUTOMATIC REIMB ☐ FUNDED REIMB

REMARKS

APPROVAL ACTION

TRANS CODE | CHANGE | DOCUMENT NUMBER: REQ. ID | SERIAL NUMBER | SUF | TYPE | ACTION TAKEN | DATE: MO | DA | SIGNATURE OF APPROVAL AUTHORITY | FORWARDED TO: DESIGN MO | DA | CONSTRUCTION MO | DA

X F C C

A - APPROVED
D - DISAPPROVED

DA FORM 4283 EDITION OF 1 FEB 78 WILL BE USED UNTIL EXHAUSTED

WHITE (ORIGINAL): PROJECT FILE COPY. FORWARD TO KEYPUNCH AFTER COMPLETION OF APPROVAL ACTION BLOCK
PINK
BLUE: SUSPENSE FILE
GREEN: FORWARD TO KEYPUNCH AFTER COMPLETION OF APPROVAL BLOCK
YELLOW: REQUESTOR'S COPY

Remember, DA Form 4283 should be used for larger jobs that exceed 16 manhours of labor and/or $350.00 in material costs. For smaller jobs you will have to check with your installation Facilities Engineer concerning local procedures/ requirements. Whatever they tell you should be placed in your maintenance SOP for future reference.

You should submit all work requests through your chain of command. After it has been submitted it is advisable to conduct a bi-weekly follow-up to check on the status of the request.

TEC LESSON

DA Form 4283 may look like a difficult form to fill out, but it is really quite easy.

(A.) REQUESTOR ID (column 5-6) - Enter the ID assigned to the requesting office or agency by the Directorate of Facilities Engineering. If you do not know the ID code ask your supervisor, MSA's main office or the Facility engineers.

(B.) SERIAL NUMBER (column 7-11) - Enter the sequential number assigned by the requesting agency. This number is used for reference purposes. It will assist you in keeping track of each work request.

(C.) BUILDING/FACILITY NUMBER (column 14-19) - Enter the number of the facility for which the work is requested. (Note: If the request involves more than one facility, enter the additional facility numbers and suffixes in columns 66-74 on XFA and in columns 14-76 on XFB.)

(D.) BUILDING/FACILITY SUFFIX (XFA column 20-22 & 72-74; XFB column 20-22, 29-31, 38-40, 47-49, 56-58, 65-67 & 74-76) - As appropriate, enter the suffix for the facility involved.

(E.) DATE (column 23-28) - Enter the year, month, and day of the request. For example, the date 9 April 94 would look like this: 940409.

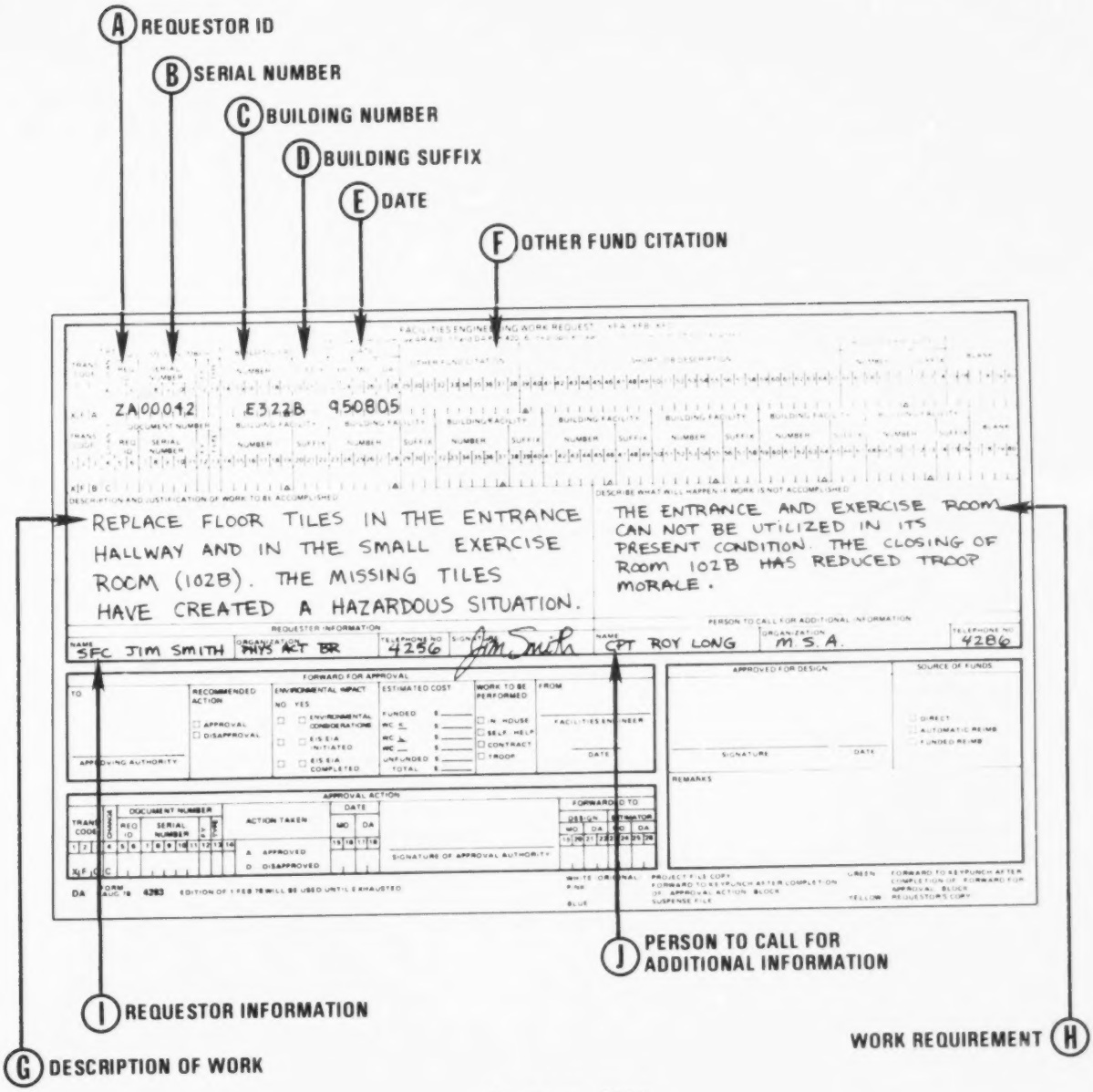
(F.) OTHER FUND CITATION (column 29-38) - Enter the appropriate costing code if work is reimbursable. These blocks may not apply to your situation. The main office for MSA will know the correct number if you need it.

(G.) DESCRIPTION OF WORK - Describe the requested work in sufficient detail that its scope and nature can be fully recognized. Briefly mention associated environmental considerations (reference AR 200-1). Include or attach sketches as appropriate.

(H.) WORK REQUIREMENT - Specifically state why the work is required. Precisely state the effect if the work is not accomplished. Be sure to cite any adverse effect on troop morale, if appropriate.

(I.) REQUESTOR INFORMATION - Enter the name rank, and, if appropriate, the organizational element and telephone number of the official authorized by the Director of Facilities Engineering to request work. (The name and rank of this individual can be obtained from your local SOP.)

(J.) ADDITIONAL INFORMATION - Enter the name, rank, and, if appropriate, the organizational element and telephone number of the individual directly interested in and familiar with the work requested. This will generally be your supervisor. (For the purposes of this lesson you will be given this information as part of any test question.)


A REQUESTOR ID
B SERIAL NUMBER
C BUILDING NUMBER
D BUILDING SUFFIX
E DATE
F OTHER FUND CITATION
ZA00042
E322B
950805
REPLACE FLOOR TILES IN THE ENTRANCE HALLWAY AND IN THE SMALL EXERCISE ROOM (102B). THE MISSING TILES HAVE CREATED A HAZARDOUS SITUATION.
THE ENTRANCE AND EXERCISE ROOM CAN NOT BE UTILIZED IN ITS PRESENT CONDITION. THE CLOSING OF ROOM 102B HAS REDUCED TROOP MORALE.
SFC JIM SMITH
PHYS ACT BR
4256
Jim Smith
CPT ROY LONG
M.S.A.
4286
J PERSON TO CALL FOR ADDITIONAL INFORMATION
I REQUESTOR INFORMATION
WORK REQUIREMENT H
G DESCRIPTION OF WORK

DA Form 4283

(Page 12 is intentionally left blank.)

PRACTI

You have been assigned the post gym
During an inspection you find the f

1. Forty-two (42) of the bleachers
   repair/replacement.

2. A pane of glass in an entrance

3. The supply of floor wax in the

You have been given the following i
to complete a DA Form 4283:

- Requestor identification cod
- Document serial number: 25
- Building number: T109
- Building suffix: B
- Authorized requesting offici
  Branch, ext. 8362
- Person to call for additiona
  Activity, ext. 8379
- Today's date: 9 Dec 95

For each maintenance deficiency, de

A. what you would do, and

B. what activity you would cor

Write your answers on a separate sh
complete a DA Form 4283 for any of
DA Form 4283, or a xerographic copy
this book.

E EXERCISE 2

asium as your area of responsibility.
llowing deficiencies.

in the gymnasium are broken and need

oorway is cracked.

upply cabinet is very low.

formation from your supervisor if you need

: AF

1: SFC Wright, Physical Activities

information: CPT Levie, Morale Support

cribe:

act.

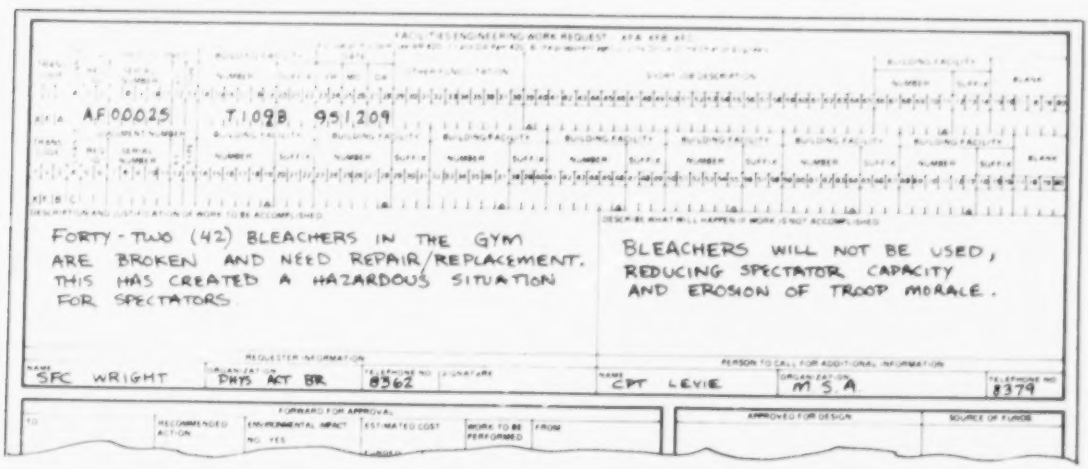
et of paper. If it is necessary to
hese deficiencies, do so using an actual
of the one on page 18. Do not write in

TEC LESSON

SOLUTIONS TO PRACTICE EXERCISE 2

1. A. "I would prepare and submit a DA Form 4283 as shown below, and list the appropriate information in the maintenance log book." (or words to this effect)

B. Facilities Engineers.



AF00025 T1098 951209

FORTY-TWO (42) BLEACHERS IN THE GYM ARE BROKEN AND NEED REPAIR/REPLACEMENT. THIS HAS CREATED A HAZARDOUS SITUATION FOR SPECTATORS.

BLEACHERS WILL NOT BE USED, REDUCING SPECTATOR CAPACITY AND EROSION OF TROOP MORALE.

SFC WRIGHT | PHYS ACT BR | 8562

CPT LEVIE | M S A | 8379

In checking your DA Form 4283, be sure that you have:

- entered the Requestor ID, Serial Number, Building and Suffix Number, and Date as shown above.
- described the requested work in sufficient detail.
- described why the work is required and what effect the deficiency has on the operation of the facility and the morale of the troops.
- included the name and phone number of a point of contact for this action.

2. A. I would call to submit this minor repair and list all information in the maintenance log book.

B. Facilities Engineers

3. A. I would order the necessary supplies.

B. SSSC

PERSONNEL

As an 03C you will be working with both military and civilian personnel. Military personnel may be 03Cs or soldiers assigned to Special Duty (SD). SDs are not 03Cs, but have been attached to work at an MSA Facility usually for a 90 day period. Particular care should be taken to instruct these people on your maintenance program; to assign each person specific areas of responsibility; and to set and thoroughly explain standards. This will help eliminate sub-standard work and duplication of effort.

The civilian personnel with whom you may be involved could include facility engineers, sports/recreation specialists, or members of a janitorial contract service.

Each installation will have facilities engineers. The engineers have an important role to play in your maintenance program. They are the people you contact to have repairs done at your facility. They will handle your emergency work requests (broken water pipes) as well as your routine work requests (repainting of walls). Usually a simple phone call is sufficient for obtaining their assistance. (Remember to log such calls in your maintenance log book). However, sometimes you may have to fill out and submit a DA Form 4283. Check with the engineers at your installation for specific guidance.

Another service the facilities engineers provide is preventive maintenance. They have a team that comes through regularly (usually every 90 days) to make repairs to and check on the facility.

Sports/recreation specialists are civilians who are assigned by Morale Support Activities to work at physical fitness facilities on a full or part-time basis. Depending on their positions and duty assignments, they may supervise or actually assist you with the maintenance program.

Your installation may or may not have a janitorial contract service to perform janitorial type duties. If you have a janitorial service it can be an asset; but you must ensure that its employees meet the maintenance standards set forth by your supervisors. If you do not have a janitorial service, you, or one of the facility's staff, must perform these janitorial type duties.

TEC LESSON

TIME

Although time is the last factor to be considered in this lesson, this does not mean that it should be last in your program. You may have the knowledge, supplies and personnel you need, but if you do not have the time to properly utilize these assets, then all prior planning may be in vain.

Time is important in the inspection area. Plan ahead. If possible, schedule inspections and maintenance when the facility is not being utilized. This will permit you to devote full attention to both efforts and will free the facility for its fullest possible use.

Time is important in the supply area. Order supplies in advance. Do not wait until the day you need them to ask for them.

Record keeping must also be done in a timely manner. Whether it be initial paper work or the follow-up of a prior work request, time must be set aside to keep careful and up-to-date records.

Overall, if you take time to thoroughly plan, and allow time to execute your plan, you should have a successful maintenance program.

You should now be ready to take the Self Evaluation Exercise.

Situation:

You have been assigned the men's locker room as your area of responsibility. During your initial inspection you find the following deficiencies.

1. There is one leaky water faucet on a sink.

2. The ceramic tiles on one wall of the shower room have broken loose and fallen on the shower room floor. The entire wall needs to be retiled.

3. There are no cleaning supplies.

4. The toilets are not clean. (Your installation does not have a janitorial contract service.)

You have been given the following information by your supervisor:

- Requestor identification code: ZB
- Document serial number: 4
- Building number: F201
- Building suffix: A
- Authorized requesting official: SFC Brown, Physical Activities Branch, ext. 8380
- Person to call for additional information: CPT Dixie, Morale Support Activity, ext. 8379
- Today's date: 10 SEP 95

For each maintenance deficiency describe:

A. what you would do, and

B. what activity you would contact.

Write your answers on a separate sheet of paper. If it is necessary to complete a DA Form 4283 for any of these deficiencies, use an actual DA Form 4283, or a xerographic copy of the one on page 18. Do not write in this book.

ANSWERS TO SELF-EVALUATION EXERCISE

1. A. "I would call in this minor repair and list all the information in the maintenance log book." (Or words to this effect)

   B. Facilities Engineers

2. A. "I would prepare and submit DA Form 4283, as shown below and list all the information in the maintenance log book.

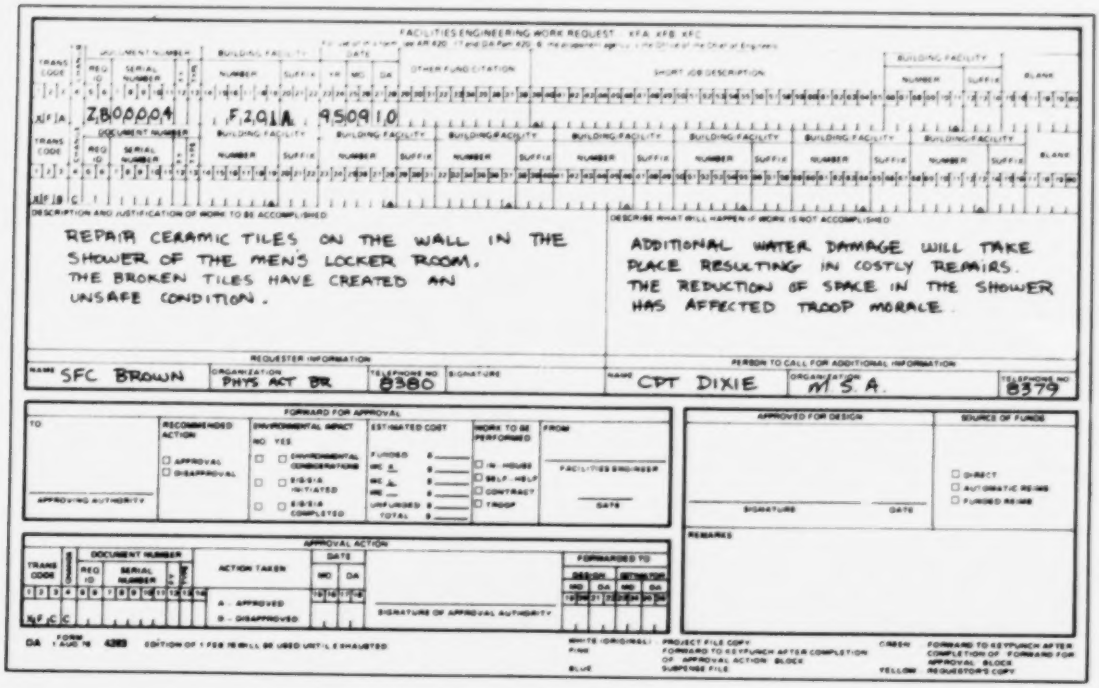
   B. Facilities Engineers

3. A. "I would order the cleaning supplies."

   B. SSSC

4. A. "When the supplies arrive, one of the facility staff or I would clean the toilets."

   B. "Since there is no janitorial service, we would have to do the work ourselves."



FACILITIES ENGINEERING WORK REQUEST

Z8000041 F201A 950910

DESCRIPTION AND JUSTIFICATION OF WORK TO BE ACCOMPLISHED

REPAIR CERAMIC TILES ON THE WALL IN THE SHOWER OF THE MEN'S LOCKER ROOM. THE BROKEN TILES HAVE CREATED AN UNSAFE CONDITION.

DESCRIBE WHAT WILL HAPPEN IF WORK IS NOT ACCOMPLISHED

ADDITIONAL WATER DAMAGE WILL TAKE PLACE RESULTING IN COSTLY REPAIRS. THE REDUCTION OF SPACE IN THE SHOWER HAS AFFECTED TROOP MORALE.

REQUESTER INFORMATION — NAME: SFC BROWN — ORGANIZATION: PHYS ACT BR — TELEPHONE NO: 8380

PERSON TO CALL FOR ADDITIONAL INFORMATION — NAME: CPT DIXIE — ORGANIZATION: M S A — TELEPHONE NO: 8379

FORWARD FOR APPROVAL

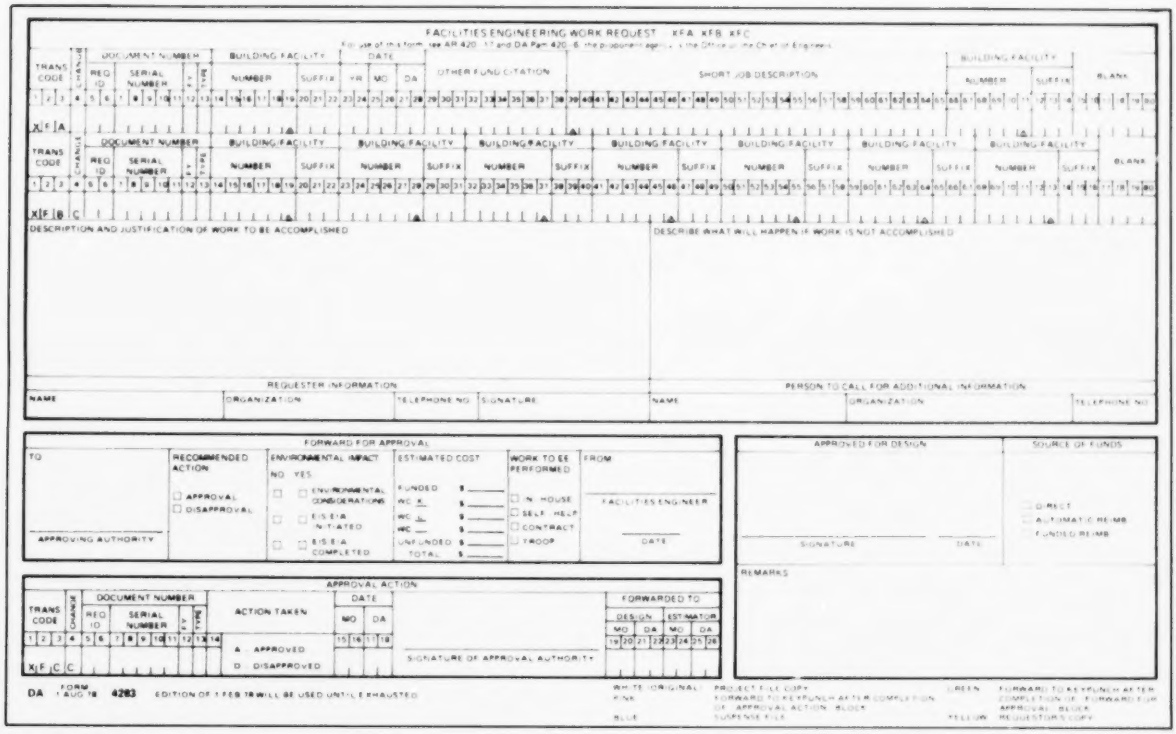
APPROVED FOR DESIGN

SOURCE OF FUNDS

APPROVAL ACTION

DA FORM 4283

BLANK DA FORM 4283 FOR COPYING



FACILITIES ENGINEERING WORK REQUEST - KFA, KFB, KFC

For use of this form, see AR 420-17 and DA Pam 420-6; the proponent agency is the Office of the Chief of Engineers.

TRANS CODE | CHANGE | DOCUMENT NUMBER: REQ ID, SERIAL NUMBER | SUF | TYPE | BUILDING FACILITY: NUMBER, SUFFIX | DATE: YR, MO, DA | OTHER FUND CITATION | SHORT JOB DESCRIPTION | BUILDING FACILITY: NUMBER, SUFFIX | BLANK

X F A

TRANS CODE | CHANGE | DOCUMENT NUMBER: REQ ID, SERIAL NUMBER | SUF | TYPE | BUILDING FACILITY: NUMBER, SUFFIX | BUILDING FACILITY: NUMBER, SUFFIX | BUILDING FACILITY: NUMBER, SUFFIX | BUILDING FACILITY: NUMBER, SUFFIX | BUILDING FACILITY: NUMBER, SUFFIX | BUILDING FACILITY: NUMBER, SUFFIX | BUILDING FACILITY: NUMBER, SUFFIX | BLANK

X F B C

DESCRIPTION AND JUSTIFICATION OF WORK TO BE ACCOMPLISHED

DESCRIBE WHAT WILL HAPPEN IF WORK IS NOT ACCOMPLISHED

REQUESTER INFORMATION: NAME | ORGANIZATION | TELEPHONE NO | SIGNATURE

PERSON TO CALL FOR ADDITIONAL INFORMATION: NAME | ORGANIZATION | TELEPHONE NO

FORWARD FOR APPROVAL

TO: APPROVING AUTHORITY

RECOMMENDED ACTION: ☐ APPROVAL ☐ DISAPPROVAL

ENVIRONMENTAL IMPACT: NO YES
☐ ☐ ENVIRONMENTAL CONSIDERATIONS
☐ ☐ EIS/EIA INITIATED
☐ ☐ EIS/EIA COMPLETED

ESTIMATED COST: FUNDED $ ____ | WC X $ ____ | WC Y $ ____ | WC ___ $ ____ | UNFUNDED $ ____ | TOTAL $ ____

WORK TO BE PERFORMED: ☐ IN HOUSE ☐ SELF HELP ☐ CONTRACT ☐ TROOP

FROM: FACILITIES ENGINEER — DATE

APPROVED FOR DESIGN: SIGNATURE — DATE

SOURCE OF FUNDS: ☐ DIRECT ☐ AUTOMATIC REIMB ☐ FUNDED REIMB

REMARKS

APPROVAL ACTION

TRANS CODE | CHANGE | DOCUMENT NUMBER: REQ ID, SERIAL NUMBER | SUF | TYPE | ACTION TAKEN | DATE: MO, DA | SIGNATURE OF APPROVAL AUTHORITY | FORWARDED TO: DESIGN (MO, DA), ESTIMATOR (MO, DA)

X F C C

A - APPROVED
D - DISAPPROVED

DA FORM 1 AUG 78 4283 EDITION OF 1 FEB 78 WILL BE USED UNTIL EXHAUSTED

WHITE: ORIGINAL
PINK: PROJECT FILE COPY; FORWARD TO KEYPUNCH AFTER COMPLETION OF APPROVAL ACTION BLOCK
BLUE: SUSPENSE FILE
GREEN: FORWARD TO KEYPUNCH AFTER COMPLETION OF APPROVAL BLOCK
YELLOW: REQUESTER'S COPY

PRETEST/POSTTEST ANSWER KEY

Each part of an answer has a value of one point. The total possible score is 18 points. A passing score is 14 or more. Points are awarded as indicated below.

1. A. "I would order the needed supplies. ①"
   (Or words to this effect)

   B. SSSC ①

2. A. "I would call in this minor repair ①, and record the information in the maintenance log book ①."

   B. Facilities Engineers ①

3. A. "I would call in this minor repair ①, and record the information in the maintenance log book ①."

   B. Facilities Engineers ①

4. A. "I would prepare and submit DA Form 4283 ①, as shown below."

   B. Facilities Engineers ①